

MONTGOMERY COUNTY  
FIRE AND RESCUE COMMISSION

**MINUTES**

MAY 11, 2000

EXECUTIVE OFFICE BUILDING LOBBY AUDITORIUM  
Rockville, Maryland

COMMISSIONERS PRESENT:

Gordon A. Aoyagi, Chair  
Anita Powell, Vice Chair  
Fernando Bren  
Leonard J. Marco  
Ronald Ogens  
Tom Carr  
Paul Sterling, Jr.

STAFF PRESENT:

Neil Shorb, Staff Director  
Beth Feldman, Administrative Specialist  
Annette Cheng, Office Services Coordinator  
Richard Melnick, OCA

OTHERS PRESENT:

President Kenneth Fisher, Gaithersburg-Washington Grove VFD  
Steve Kurtz, Gaithersburg-Washington Grove VFD  
Jo and Don Philips, Kensington VFD  
Eileen Queenin, DFRS  
Chief Roger Strock, DFRS  
Chief David Dwyer, DVFRS  
Marcine Goodloe, Kensington VFD  
Assistant Chief Roger McGary, DFRS  
Chief James Jarboe, Takoma Park VFD  
District Chief Buddy Ey, MCFRS  
President Eric Bernard, Rockville VFD  
Chief Michael Dmuchowski, Germantown VFD  
Cheryl Reed, MCFRS  
Darlene Flynn, MCFRS  
President Robert Kidd, Chevy Chase FD  
Nancy Stasulis, Laytonsville VFD  
William Wells

**100 - CALL TO ORDER**

The meeting of the Fire and Rescue Commission was called to order by Chairman Aoyagi at 7:14 p.m. in the Lobby Auditorium of the Executive Office Building in Rockville, Maryland.

Chair Aoyagi reported Commissioner Freeman had an excused absence for tonight's meeting.

**101- Report of Executive Session May 11, 2000**

Fire Administrator Aoyagi announced that per Maryland State Government Article § 10-508(a)(1), The Commission held a closed session on May 11, 2000 at 9:15 p.m. in the Auditorium of the Executive Office Building, Rockville, Maryland. In attendance were Fire Administrator Aoyagi and Commissioners Bren, Carr, Marco, Ogens, Powell, and Sterling; Mr. Shorb and Mrs. Cheng of the Commission staff. The motion to adjourn to a closed session was made by

Commissioner Ogens, seconded by Commissioner Sterling and passed. Two personnel matters were discussed.

102- Report of the Chairman

- Strategic Planning Convocation – June 10, 2000

A memorandum from the Fire Administrator, dated May 8, 2000, is included in tonight's agenda packet.

- County Executive Recommended FY01 Budget

Chair Aoyagi reported the County Council tentatively approved the MCFRS FY01 budget on May 11, 2000.

Several changes listed below were made by the County Council:

- The County Council tentatively supported the request to add \$160,000 to support the LFRDs. The Council will place this item on the reconciliation list. The additional \$160,000 is to be distributed to the LFRDs, on a basis of \$5,000 per station. Final action by the Council on the reconciliation list will occur within the next 2 weeks.
- The County Council was not receptive to the FY01 budget recommendation to provide 3<sup>rd</sup> person medic unit staffing for Stations 1 and 12. Council requested an analysis of 3<sup>rd</sup> person medic staffing before any future commitments were made. However, the County Council supported the upgrade of the current BLS unit at Station 15 to an ALS unit.

Commissioner Sterling questioned the Fire Administrator on the proposed upgrade of 159 to an ALS unit. The Fire Administrator responded that it was a compromise presented to the Council. He reported that medic unit 129 had the highest incident call load in the system. When it appeared that 3<sup>rd</sup> person staffing would not be approved, he recommended the upgrade of A159 to an ALS unit. There were approximately 800 calls in station 15's first due area that were served by medic unit 129. Howard County had also expressed concern about increased call loads into Montgomery County. The Fire Administrator stated that he felt it was important to develop relief for medic unit 129.

Chair Aoyagi gave an update on policies that are out for comments:

- Code of Ethics and Personnel Regulation – before the HRST Committee for review
- IECS – still pending
- Background Check for Volunteers – comments due on 6/1/00
- Acquisition of Fire and Rescue vehicles with nontax funds – comments due on 6/12/00
- LOSAP – special meeting on 5/17/00 by the HRST Committee

Chair Aoyagi reported he has responded to the letter of complaint filed by the Chair of the Fire Board with the State of Maryland Open Meetings Compliance Board. The complaint originated from a meeting the Fire Administrator had with four members of the FRC concerning the proposed revision to the IECS which required 5 votes for approval. Chair Aoyagi proposed representatives of the Fire Board and the Commissioners meet with representatives of the State

Attorney General's Office for that purpose at 6:30PM on June 8, 2000, followed by the FRC meeting at 7:00PM.

103- Approval of Minutes of April 13, 2000 Meeting

Chief Dwyer suggested the following change to item 501:

- 2<sup>nd</sup> paragraph, last sentence: change *paramedic's* to *hazardous*.

**A MOTION was made by Commissioner Marco to approve the minutes of April 13, 2000 meeting of the Fire and Rescue Commission as amended. MOTION SECONDED by Commissioner Ogens and PASSED unanimously.**

200- CONSENT CALENDAR

201- Appointments to the COPDI Council

202- Appointments to the MFSPQB/LRB

203- 1999 LOSAP Approval

**A MOTION was made by Commissioner Sterling to approve the consent calendar. MOTION SECONDED by Commissioner Powell and PASSED unanimously.**

300- FIRE AND RESCUE COMMISSION COMMITTEE REPORTS

301- Operations

Committee Chair Ogens reported the Operations Committee met on May 2, 2000. Items discussed at the meeting were:

- Request from the BCCRS to deviate from Approved Rescue Squad Inventory – item 404 on tonight's agenda
- Request from the METRO Subcommittee to revise METRO Incident Standard Operating Procedures
- Response to Automatic Home Fire Alarms – item 403 on tonight's agenda
- The purchase of a Tanker/Engine (by the Laytonsville VFD)
- Water Supply Study Implementation Work Group
- Clarification on Minimum Inventory for Extrication Units

Committee Chair Ogens reported that in order to accommodate staff and be able to timely distribute information to the FRC, the Committee agreed to meet on the 4<sup>th</sup> Wednesday of the

month, beginning in July 2000. The Committee usually meets at 7:30 AM, except for September and December. The meeting schedule for the remainder of CY00 is as follows:

- July 26, 2000 7:30AM
- August 23, 2000 7:30AM
- **September 27, 2000 6:00PM**
- October 25, 2000 7:30AM
- November 29, 2000 7:30AM
- **December 27, 2000 6:00PM**

302- Human Resources, Safety and Training

Committee Chair Powell reported the Human Resources, Safety and Training Committee met on May 1, 2000. The Committee will be holding a special meeting to discuss revisions to LOSAP. The Wellness Initiative questionnaire was sent out to the LFRDs for response. The Committee will discuss Amendments to the Code of Ethics and Personnel Regulation at its June 5, 2000, meeting. Other items discussed at the meeting were: Appointments to COPDI Council; a proposal to merge the Local Review Board of the Maryland Fire Service Personnel Qualifications Board and the Training Committee; PSTA Enrollment Procedures; Revision to Certification Standards for Training and Experience Requirements; and proposed changes to LOSAP.

303- Finance, Technology and Planning

Committee Chair Bren reported the FTP Committee met on April 20, 2000. The Committee continues to approve mission statements for its four subcommittees. The Finance Subcommittee, chaired by Commissioner Marco, has been focusing on a number of financial issues. The Technology Subcommittee continues working on technical initiatives and conducting meetings. The Planning Subcommittee continues to prepare for Phase II of the Station Location, Resource Allocation Study. The Apparatus/Facilities Subcommittee has identified a list of issues which are being incorporated in its work plan. However, the AFS is currently focusing on the Task #1 which consists of “developing recommendations on criteria for ambulance replacement for FY02 and beyond.”

District Chief Ey reported the Strategic Planning Convocation takes place on June 10, 2000 at the Shady Grove Campus of the University of Maryland from 8:30AM to 4:00PM. The plan is to discuss what external influences may affect the future regarding nature and delivery of fire and rescue services in our community and to establish some common terminology and references for the strategic planning process from potential participants of the process. Mr. Atul Dighe of Alternate Futures Associates will be assisting us with this event. Nominees to attend this convocation should be submitted to District Chief Ey by May 15, 2000. 75-100 participants are expected to attend this event.

400- **BUSINESS ITEMS**

401- Correction to certification Standards for Training and Experience Requirements

**A MOTION was made by Commissioner Ogens to correct the training requirements for the rank of Firefighter/Rescuer II in Appendix A-1 of Executive Regulation 2-98AM, Certification for Training and Experience Requirements, from Essentials of Firefighting OR EMT-B to Essentials of Firefighting AND EMT-B. MOTION SECONDED by Commissioner Sterling and PASSED unanimously.**

*402- Water Supply Study Implementation Work Group Report*

District Chief Ey reported the Water Supply Study Implementation Work Group (WSSIWG) reviewed comments that were received from the previous Water Supply Work Group and made factual and grammatical changes to the report. The WSSIWG is focusing upon five areas of impact: 1) ease of implementation; 2) fiscal issues; 3) legislative issues; 4) policy and procedures; and 5) geographical issues.

District Chief Ey recognized the following individuals for their participation in this study: Chief Dennis Urban, Assistant Chief Phil Guercio, President Ken Fisher, District Chief Steve Lohr, Chief Scotty Cameron, Commissioner Bob Freeman and Scott Gutschick.

Fire Administrator Aoyagi also commended these individuals for their hard work and commitment to the WSSIWG study. He advised the report will be referred respectively to both the Operations and the Finance, Technology and Planning Committees for a joint recommendation to the Commission.

*403- Response to Automatic Home Fire Alarms*

At the February 10, 2000 meeting of the Fire and Rescue Commission, the FRC did not approve a recommendation from the Operations Committee to change the dispatch for Automatic Home Fire Alarms (AHFAs) from one engine to one engine and the next closest primary unit (i.e. engine, ladder truck, tower, quint, or rescue squad). The FRC deferred any actions until a review of call types is completed.

On April 8, 2000, Incident Type/Response Assignment Work Group recommended a change to the dispatch to AHFAs from one engine to one engine and one special service (i.e. truck or rescue squad).

On May 2, 2000, the Operations Committee passed a motion to amend the dispatch to AHFAs from one engine to the closest engine and the next closest primary unit (i.e. engine, ladder truck, tower, quint, or rescue squad).

Discussion followed regarding closest engine and closest primary units.

**A MOTION was made by Commissioner Carr to modify the response to AHFAs from one engine to the closest engine and the next closest unit staffed with appropriate qualified staff as a stand-by team per the SOP for Safe Structure Firefighting Operations. MOTION FAILED due to lack of SECOND.**

**A MOTION was made by Commissioner Ogens to amend the dispatch to AHFAs from one engine to the closest engine and the next closest primary unit (i.e. engine, ladder truck, tower, quint, or rescue squad). MOTION SECONDED by Commissioner Bren. The MOTION FAILED with Commissioners Bren and Ogens voting for the motion and Commissioners Carr, Marco, Powell, and Sterling voting against.**

Fire Administrator Aoyagi reported due to the failed motion voted on by the Commissioners, the current dispatch to AHFAs will remain one engine.

*404- Request to Deviate from Rescue Squad Inventory – BCCRS*

**A MOTION was made by Commissioner Sterling that the request from the BCCRS to waive the requirement for a cascade system for the new Rescue Squad 18 be approved with the following conditions:**

- 1. This action not be precedent setting.**
  - 2. This action applies to this unit only.**
  - 3. This action is based on the fact that the BCCRS has a second rescue squad and an air unit which are equipped with a cascade system.**
  - 4. The new Rescue Squad 18 will have an enhanced supply of spare SCBA cylinders.**
- MOTION SECONDED by Commissioner Carr and PASSED unanimously.**

*405- FY00 Third Quarter Analysis*

The Fire Administrator presented information regarding the requests received from LFRDs regarding FY00 3<sup>rd</sup> Quarter supplementals. After review of all requests and LFRDs expenditures, the Fire Administrator recommended 3<sup>rd</sup> Quarter supplementals in certain amounts to certain LFRDs.

**A MOTION was made by Commissioner Bren to delegate to the Fire Administrator authority to transfer an amount not to exceed \$72,000 to the Gaithersburg VFD, pending review of Gaithersburg's justification and an evaluation of the electrical subcontractor analysis for the need of electrical improvement. The total approved amount for the 3<sup>rd</sup> quarter would be \$196,863. MOTION SECONDED by Commissioner Sterling.**

**Commissioner Sterling requested comments from the LFRDs. Rockville, Laytonsville, and Germantown requested additional funding.**

**A MOTION was made by Commissioner Bren to amend the pending motion that the Rockville VFD's request for purchase of clothing and uniforms be approved for \$21,000 in lieu of \$11,000 as previously recommended. MOTION SECONDED by Commissioner Sterling. The MOTION PASSED with Commissioners Bren, Marco, Ogens, Powell, Sterling voting for the motion and Commissioner Carr voting against.**

**The MOTION, as amended, was then presented to the Commission. The increase to Rockville VFD's request by an additional \$10,000, increases the total amount for FY00 3<sup>rd</sup> quarter analysis to \$206,863; \$72,000 of which is subject to final confirmation with the electrical subcontractors for Gaithersburg-Washington Grove VFD. The AMENDED MOTION PASSED unanimously.**

406- Allocation of FY00 Senator Amoss Funds

**A MOTION was made by Commissioner Ogens to approve the FY00 Senator Amoss Fund allocations of \$1,170,704. \$221,600 of this amount is to be funded with FY00 county operating budget fund balance to restore a shortfall in FY99 Senator Amoss Funds. This leaves a balance of about \$392,077 in FY00 Amoss Funds for further justification or reprogramming by the MCVFRA in its recommendation for FY00 Amoss Funds. MOTION SECONDED by Commissioner Sterling.**

**A MOTION was made by Commissioner Carr to amend the pending motion to defer approval of the Sandy Spring VFD's request for \$19,000 for the Cascade System until further information is obtained. MOTION SECONDED by Commissioner Marco and PASSED with Commissioners Carr, Marco, Ogens and Powell voting for the motion and Commissioners Bren and Sterling voting against.**

**The AMENDED MOTION was presented to the Commission involving approval of the allocation of \$1,151,704. \$19,000 is deferred subject to additional information from Sandy Spring VFD. \$221,600 is to be funded with FY00 county operating budget fund balance to restore a shortfall in FY99 Senator Amoss Funds. A balance of about \$411,077 remains for further justification or reprogramming. The AMENDED MOTION PASSED unanimously.**

500- FIRE AND RESCUE SERVICES REPORTS

501- DVFRS Chief

Chief Dwyer reported he hosted a tour to a member of the Hungarian parliament to look at the MCFRS.

Chief Dwyer advised Chief Strock's name was listed incorrectly on the April Chiefs Committee meeting draft minutes. Chief Strock should be listed as attendee as opposed to a guest.

502- DFRS Chief

Chief Strock reported Lieutenant Joel Shackett graduated today from Montgomery County Police recruit school. He will be serving in the Fire Investigations section.

Chief Strock announced Recruit Class 17 graduates on June 23, 2000. He reported the Total Team Challenge day is scheduled for June 25. All participants are invited; there are currently 8 teams enrolled at this time.

Chief Strock reported the Metro Chiefs Council of Maryland took place this morning at the PSTA.

503- Report of the Fire Board

Eric Bernard reported the Montgomery County Agricultural Fair is progressing very well. He advised the wellness questionnaire from the HRST was distributed and received by the LFRDs.

504- Report of the Montgomery County Volunteer Fire and Rescue Association

Dr. Wilson reported the Maryland State Firemen's Convention will take place in Ocean City the third week in June. He advised that the term of Mr. Carl Edelin as President of the Maryland State Firemen's Association will end during the end of the convention.

505- Report of the Montgomery County Career Fire Fighters

There was no report.

**A MOTION was made by Commissioner Marco to adjourn the meeting and recess the Commission into Executive Session. MOTION SECONDED by Commissioner Bren and PASSED unanimously.**

The meeting was adjourned at approximately 9:05 p.m.

Respectfully submitted,

Gordon A. Aoyagi,  
Fire Administrator